



BRAD LITTLE
Governor
KEITH REYNOLDS
Director
PAT DONALDSON
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
Boise, ID 83720-0072
Telephone (208) 332-1900
www.dpw.idaho.gov

December 30, 2022

REQUEST FOR QUALIFICATIONS

TO: Construction Manager/General Contractor (CMGC)

FROM: Pat Donaldson, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 19625
LSO: Interior Office Tenant Improvement
Capitol Building
Boise, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by **3:00 p.m., Mountain Standard Time Zone, on February 8th, 2023**, for furnishing Construction Manager/General Contractor (CMGC) services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Lindsay Erb, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1911
Lindsay.erb@adm.idaho.gov

An informational meeting and tour of existing area's affected by the project will be held on **January 19th, 2023 at 9:00 am**. Interested parties should meet on the first-floor rotunda of the Capitol Building located at 700 W. Jefferson Street, Boise, Idaho.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The CM/GC will receive general instructions through the State. A Project Manager from DPW has been assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the CM/GC team.

The CM/GC shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

The project scope of work includes two phases building on the initial programming and conceptual design effort completed in 2019. Phase 1 is to design an office tenant improvement within 5,200 sf of the first floor of the Idaho State Capitol Building. Phase 2 is to design an office tenant improvement within 7,200 sf of the Garden Level. Specifically, work will include the demolition of existing cubicles, offices, and other related spaces; the construction of new offices and related spaces with updated finishes to match the existing finishes in the historic capitol; and upgrades to mechanical, plumbing, fire sprinkler, electrical, security/access, and telecomm to accommodate the new layout.

Schematic Design drawings are at 95% complete and Design Development Drawings will be under way within the month of January. Due to the historic nature of the finishes and occupied building and scheduled constraints, the project is seeking to bring a CMGC partner on board to assist the design, owner, and Agency team with cost estimating, constructability review, phasing, and construction of the project. Construction start date for phase one is anticipated to occur during the summer of 2023 and be completed by December 2023 prior to the 2024 legislature session starting. Phase two construction will start promptly after the 2024 legislature session in early March 2024 and wrap up December 2024.

The Idaho State Capitol will remain fully occupied and functional throughout the construction of the planned tenant improvements. Adherence to Capital Mall access and security protocol is mandatory. The Idaho State Capitol has previously gone through an extensive renovation project which restored historical materials and architectural elements, preserved existing materials, and modernized the infrastructure throughout. Any work on the restored first floor will need to maintain and protect the historic building methodologies, details, and character.

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for Construction Manager/General Contractor Services beginning during the design development document phase / pre- construction services through project construction, including the one-year period of correction following project completion of both phase 1 and phase 1. The Division of Public Works and Office of Legislative Services are looking for a Construction Manager who will be a team player eager to work closely and in harmony with the DPW, LSO, and the Design Team.

A total project budget has been established at \$6,800,000.00 and includes fees (A/E and CM/GC), commissioning services, contingencies, tests, and other project related expenses. A construction

budget has been set at \$5,800,000.00 for phase 1 and phase 2. A complete construction cost estimate and construction schedule will be required following CM/GC's review of the Design Development set of drawings and must be updated throughout the construction documents process.

At the time of submittal the CM/GC will be required to meet as needed, but not less than twice a month, with the Owner and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include critical path schedules, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The CM/GC shall be licensed as a Public Works Construction Manager and as a Public Works Licensed General Contractor by the State of Idaho. Firms proposing for these services shall hold and maintain a certificate of authority for providing construction management services.

The CM/GC will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, submittals, field reports, schedules, cost estimates, RFI's, close out documents, warranties, etc.

The CM/GC in conjunction with the design team shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The CM/GC will be required to provide payment and performance bond or bonds in the amount of the total construction management contract.

PROPOSAL CONTENT

A. Cover Letter: (2 points Maximum): Provide a cover letter as an introductory statement and background for your CM/GC team.

B. Basic Qualifications: (9 Points Available) Provide basic data relative to CM/GC team size, history, personnel, special expertise, resources available to meet the project schedule, and general information. Individual resumes, awards, associations, etc., may be included.

Provide information that validates the CM/GC has had at least 10 years or more of successful experience in commercial construction and construction management, which includes pre-construction during the design phases and construction phase with experience working in a historic building that is partially occupied during construction phases.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

C. Specific Qualifications: (14 Points Available) List the actual team members roles and responsibilities who will be expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement, their qualifications, and relevant special expertise related to the project scope and historic nature of the building. The maximum points for this criterion is a sum total for all team members. In addition, provide the following:

1. List the most recently completed projects as a CM/GC by included team members. Name the project, the Owner, the Architect, and the cost of construction. Include projects where renovations of existing commercial spaces occurred that included mechanical, electrical, telecom, sprinkler, and matching high end finishes and details where part of the scope.
2. List all current relevant projects (at minimum 3) including name of the Owner, Architect, construction delivery method, and total of expected construction costs. List projects with experience working in an occupied historic building where matching existing finishes to maintain standards were involved. It is preferred if relevant projects were worked on by team members proposed to work on the project.
3. List the pre-construction team and cost estimator and explain how they will provide real-time as well as projected costs based on local / current market conditions, cost control measures, budget control, and project scheduling through construction.

D. Approach to Project: (25 Points Available) Based on proposer's knowledge of this project, list the CM/GC services to be provided in a statement of your approach to this specific project, including the following: 1) understanding of project scope and schedule, 2) potential challenges, 3) ability to come into a design team at the design development phase of working drawings and work through the construction document phase, while providing alternate solutions if necessary and offering and understanding of lead times for specialty finishes and hardware to match existing standards, 4) approach to participate in value engineering efforts and working within the budget provided, 5) present ideas for constructability review and identify quality control and coordination review efforts during pre-construction services through the phased construction process.

Approach should focus on project phasing in a historic and occupied building that minimizes impacts on occupants of the building and how the CM/GC plans to engage with stakeholders to assist in evaluating temporary provisions and dust control during construction. Approach should include examples of wayfinding and assistance with phasing maps for agency. Provide examples of the team's ability to organize trades where routing of mechanical, electrical, plumbing, and telecom systems are located in tight and confined spaces. Examples should include of working in an occupied building with multiple stakeholders and illustrate communication to staff regarding utility interruptions, noise or vibrations in the building, and HVAC / fire suppression control.

E. Construction Delivery: (6 points available) Identify procurement management and how to address current construction environment, material / labor shortage, long lead times, etc. Discuss your bid solicitation and subcontractor procurement process. Include examples of successful partnerships utilized in the past.

F. Past Performance: (9 points available) Submit three (3) recent (last 5 years) reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments can be obtained from DPW and Agency staff.

G. Examples of Work: (8 points available) Provide (4) examples of construction projects in historic and / or occupied buildings, that include: schedules, cost estimates, phasing plans, and any other relevant documents used during both the pre-design and construction phases of

worth 22 points. Additional information will be provided if selected respondents are requested to interview.

PROPOSED DATES:

Informational Walk-through	January 19 th , 2023
Receive RFQ Submittals	February 8 nd , 2023
Oral Interviews	TBD
PBFAC Selection Approval	March 7 th , 2023
Negotiate and Execute Contract	March 2023

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$2,000,000 professional liability insurance coverage.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and associated ranking criteria noted above.

End 19625 Construction Manager/General Contractor RFQ

successful projects completed in the past five years by the proposed CMGC team members. The examples must be labeled with who on the team performed the work. Include with each example a brief statement as to why it was a successful project. Provide four (4) projects.

H. Format: (5 points available) To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and approach to the project.

SUBMITTAL

Submit one (1) copy of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION | INITIAL RANKING | INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the Agency, and an independent Design Professional/Contractor will evaluate and rank the teams deemed to be the most highly qualified to perform the required services. The initial ranking criteria will be weighted as indicated below:

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	2
B	Basic Qualifications	9
B	Specific Qualifications	14
C	Approach to Project	25
D	Construction Delivery	6
E	Past Performance	9
F	Examples of Work	8
G	Format	5
Written Total		78

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The names of all firms that submitted Statement of Qualifications and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all Statement of Qualifications become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If interviews are conducted, a final score will be based on the sum of the written submittal score plus the selections committee's interview score. If interviews are scheduled, selected firms will be notified as to time, date and content of the interview. Total points available for interviews will be